

Michael A. Williams

123 N. Lake St. Apt. 2, Madison, WI 53703 • (414) 555-1234 • maphelps2@wisc.edu

Education

University of Wisconsin Law School

Madison, WI

Juris Doctor Candidate

Anticipated May 2025

- Activities:** Advocate's Society
Law School Wellness Coalition
- Moot Court:** Moot Court Board

Northwestern University

Evanston, IL

Bachelor of Arts in Political Science, Minor in Business Institutions

May 2019

- Honors:** Graduated with distinction
- Leadership:** Residence Hall Association, Executive Treasurer
- Activities:** Delta Chi Fraternity, President and Executive Risk Management Advisor
Provost's Advisory Committee on Housing

Experience

Opitz Realty, Inc.

Madison, WI

Resident Manager

July 2022 – Present

- Live on-site managing of 40-unit apartment building
- Show units to prospective tenants, determine applicants' eligibility, execute leases

Wisconsin Department of Justice, Criminal Litigation Unit

Madison, WI

Summer Legal Intern

May 2023 – August 2023

- Researched legal issues and drafted legal memoranda using the State's Legislative Reference Bureau, State Law Library, and online databases
- Researched, wrote and edited pleadings drafts on elder abuse and domestic violence cases
- Observed two depositions and various courtroom hearings

Cook County State's Attorney's Office

Skokie, IL

Law Clerk, Felony Courtroom, Criminal Division, District 2

May 2023 – August 2023

- Maintained daily court call and administrative docketing of cases
- Tracked status of cases and kept clients apprised
- Drafted and filed pleadings, motions, and court records

Chi-Town Management, Inc.

Chicago, IL

Property Manager

June 2019 – July 2022

- Collaborated with Human Resources to hire and train new staff members
- Supervised all maintenance requests for 12 properties and coordinated outside subcontractors
- Overall move-in and move-out details, performing unit inspections

U.S. Congressman F. James Sensenbrenner, Jr.

Brookfield, WI

District Office Intern

May 2018 – August 2018

- Managed research projects with federal agencies to aid in completion of constituent casework
- Corresponded with constituents explaining congressional resources and addressing concerns

Community Service

American Legion Wisconsin Boys State, Ripon, WI | *Volunteer Counselor*

June 2012 – Present

Big Brothers Big Sisters, Madison, WI | *Big Brother*

August 2022 – Present